

## INSTRUCTIONS FOR REQUESTING COURSE ENTRIES IN CHRIS

### 1) When to enter a course into CHRIS?

Only DOE courses go into the “Course Table”, that is, those that are “Internal”. This is the criterion for Internal and External courses:

**Internal Course:** DOE-developed and delivered course or DOE controls two of the following three factors:

1. Content
2. Instructor
3. Site

(In lay terms, “DOE owns it.”)

**External Course:** Any course that does not fit the definition of internal course.

### 2) Who enters courses into CHRIS?

The initial entry of a course into CHRIS is reserved for the Corporate Level. **Prior to that, you need to conduct a search of the course table to determine if the same course, or one substantially the same, is already in the system.** If it is not in CHRIS, submit the request using the following form. Please note the following:

- a) The same course with a different delivery method is entered as two separate courses. If the course covers more than one type, enter the primary area for type of course and use “Course Description” or “Course Notes Sections” to highlight the additional types covered by the course.
- b) You will be asked to provide the following information for the Corporate Course Review Screen:
  1. Course Title
  2. Short Title (for local use)
  3. Min/Max # of Students
  4. Course Type
  5. Duration in Hours
  6. Primary Delivery Method
  7. Description
  8. Course Objectives
  9. Audience
  10. Notes
  11. Prerequisites
  12. Equipment Needed

# Corporate Human Resources Information System (CHRIS)

## Training Administration Course Table

### Input Sheet

Please prepare one form for each course (not for each session). Fields marked with an ‘\*’ are required.

### Course Table 1 Screen:

\* **Organization:** (example OR, SR, EM, etc. will be displayed as the Session Owner)

\* **Course Title:** (30 characters maximum)

\* **Local Course Code:** (10 characters maximum. Will be displayed as Short Title)

\* **Select one of the following Course Types:**

Academic Course	Communications Skills	Computer Skills
Conference, Seminars, Expos	Construction/Maintenance Tech	Contract, Proc, and Prop Mgt
Craft Skills	DOE Documents or Information	Engineering and Technical
Environmental, Safety, Health	Equal Employment Opportunity	Facilitator Program
Finance and Accounting	General Administrative	Human Resource Issues
Legal Issues	On-the-Job Training	Operations Technical
PMCDP	Power Plant Operations	Power Systems Operations
Program/Project Management	Quality	Safeguards and Security Issues
Secretarial/Clerical	Supervisory and Management	Walkdown Tour

\* **Select one of the following Primary Delivery Methods:**

Audio    Computer    Instructor    On-the-Job    Self Study    Tech Suptd    Video

\* **Minimum Number of Students for Class Conduct:**

\* **Maximum Number of Students:**

\* **Course Duration** (Hours) Continuing Education Units:

Cost Per Student:    Cost Unit:    Day    Hour    Month    Pers/Hour    Week    Year

\* **Select one of the following Course Offering Frequencies:**

Annually    As Required    Twice a Year    Monthly    Quarterly    Semester    Trimester

Prerequisite Courses (Enter Course Code):

**For CHRIS Entry Purposes Only**

Course No. Assigned \_\_\_\_\_

Date Entered \_\_\_\_\_

Entered by \_\_\_\_\_

# **Corporate Human Resources Information System (CHRIS)**

## **Training Administration Course Table**

### **Input Sheet**

Please Provide one form for each course (not for each session). Fields marked with an ‘\*’ are required.

## **Course Description Screen:**

**\* Description:**

# **Corporate Human Resources Information System (CHRIS)**

## **Training Administration Course Table**

### **Input Sheet**

Please provide one form for each course (not for each session). Fields marked with an ‘\*’ are required.

### **Course Description Screen:**

**\* Objective:**

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## **Training Administration Course Table**

### **Input Sheet**

Please provide one form for each course (not for each session). Fields marked with an ‘\*’ are required.

### **Course Description Screen:**

\* **Audience:**

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## **Training Administration Course Table**

### **Input Sheet**

Please provide one form for each course (not for each session). Fields marked with an ‘\*’ are required.

## **Course Description Screen:**

**Note:**